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This handbook was prepared by the Architectural Review Board (ARB), in conjunction with Commonwealth Architects, Richmond, Virginia. The following members of the ARB contributed the original drafts dealing with the following subjects: Rita E. Joyner (windows and colors); Keith Hayes, AIA (materials and roofs); Mary French Elder (building elements, landscaping, yard accessories and new construction); Mary M. Calos (historic and architectural character); and Jeanie Langford (doors and history). Rita E. Joyner, Editor

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## CHAPTER 1

### A. Using These Guidelines

The City Point Historic District Guidelines are organized into eight chapters that are designed to stand alone. Illustrations and local photographs provide pertinent examples of many of the items discussed.

The guidance provided is general, as there is a variety of architecture throughout the district. Your project, the historic district, and the City will be best served when you use this publication as a tool for maintaining the identified characteristics of the structure and the district.

The first two chapters provide information on the history of the district, how to navigate the design review process, general background on the rehabilitation of historic structures, and what defines the character of your particular building. These chapters should be read before you make changes to your building or build any new structure in the district.

The remaining chapters address specific areas such as rehabilitation, vacant buildings, new construction, site elements, signs, awnings, and demolition and relocation.

An Appendix provides helpful resources including Hopewell's Historic City Point Ordinance, common architectural styles found in the district, a street by street survey of the district, a listing of resources for further information and reference, a glossary of terms, and a building maintenance checklist.





## CHAPTER 1: INTRODUCTION

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### **Chapter 1: Introduction**

Outlines the Purpose of Design Review, discusses Preservation Basics for Rehabilitation, and important information pertaining to Maintenance Requirements.



### **Chapter 2: The City Point Historic District and the Design Review Process**

Provides an overview of the Historic District and explains the Design Review Process in detail, as well as available incentives for property owners.



### **Chapter 3: Rehabilitation of Building Elements/Features and Chapter 4: Rehabilitation of Building Materials**

Build on the general rehabilitation background information found in Chapter 1. These chapters are organized to first define the feature, then provide information on its maintenance before listing the guidelines organized by “retain, repair, replace.”

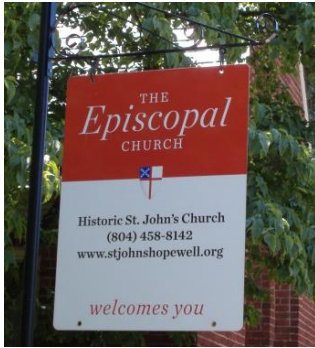


### **Chapter 5: Site Elements**

Focuses on the site elements that provide the setting for both old and new buildings and are a critical part of the character of each district.

## CHAPTER 1: INTRODUCTION

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### Chapter 6: Signs and Awnings

Addresses appropriate treatment of these items as commonly found in the City Point Historic district.

### A special section, Chapter 7: Guidelines for Vacant Buildings

Highlights the concerns and strategies for vacant buildings and how to best protect them while awaiting future investment and reuse.

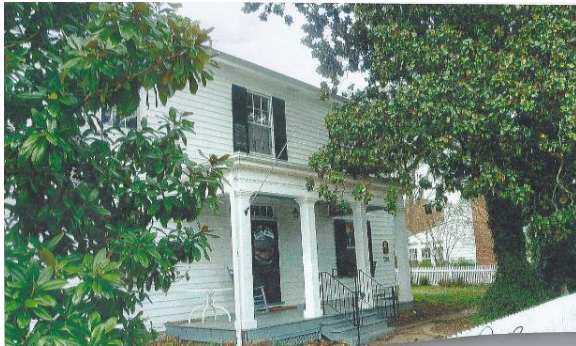


### Chapter 8: Demolition and Relocation of Historic Structures

Provides the established criteria for the relocation or demolition of a historic structure in the historic district and guidelines for such action. Sadly, the house pictured to the left, 500 Prince Henry Avenue, was demolished in the late 1970s.

### Appendices A-F

Provides homeowners with a wealth of information. In addition to the **Historic City Point Ordinance** found in **Appendix A**, **Appendix B** covers **Common Architectural Styles** and will help you recognize the physical attributes of the district and the styles of its buildings. **Appendix C** includes a detailed look at **The Streets of City Point**. **Appendix D** is a list of state, local, and national preservation **Resources and References** for additional information. A **Glossary** of preservation-related terms is provided in **Appendix E** and is a useful tool for homeowners in the City Point Historic District, as is the **Maintenance Checklist** in **Appendix F**.



### **B. PURPOSE OF DESIGN GUIDELINES**

As a property owner, you are a partner in preservation and should refer to these guidelines whenever you plan changes to your property. These guidelines help to clarify what is valuable and worth preserving in the district. They explain how you can respect these features as you make changes or repairs to your historic building or design a new building within the district.

By becoming familiar with these guidelines and planning your work according to them, you will be using the same tool that is used by the ARB to decide whether your proposed changes are appropriate to the district.

These guidelines are tailored to your community. They are based on the study of the City Point Historic District, the types of buildings found in the district, preservation issues, and the current policies of the City of Hopewell.

It is not the intent of these guidelines to dictate particular architectural features or styles but rather to point out the range of solutions and design possibilities available to property owners. The ARB can waive a strict interpretation of these guidelines if a proposed design situation meets the spirit and intent of these policies in a better manner. The durability of design improvements, along with aesthetic harmony, is of primary concern.

#### **What Guidelines Do**

Design guidelines that are well written and clearly illustrated can:

- Provide guidance up front before property owners, architects/designers and contractors make plans
- Give much more detailed guidance to property owners and the ARB
- Result in more appropriate changes in the district
- Help resolve specific design concerns that may be present in the district
- Assist building industry in the understanding of district character
- Improve quality of new developments
- Protect current property values in the district
- Increase public awareness about the vision for the district

#### **What Guidelines Don't Do**

Design guidelines generally do not:

- Increase new construction or rehabilitation activities
- Improve maintenance
- Regulate amount/location of new development (zoning does that)
- Regulate interior design
- Ensure highest quality design
- Have a sufficient impact if property owners are not made aware of them



### C. PRESERVATION BASICS FOR REHABILITATION

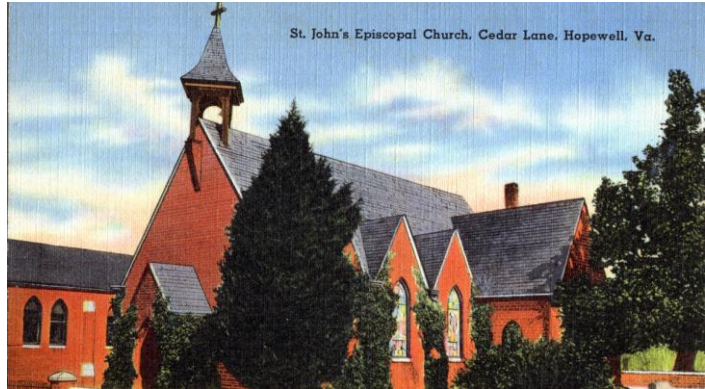
Terms such as preservation, restoration, and rehabilitation are often used interchangeably. However, by definition they refer to different approaches to the work to be performed on a historic structure. The definitions listed to the right are generally accepted and appear on the website of the National Park Service, Technical Preservation Services.

*A program of the National Park Service, Technical Preservation Services helps develop historic preservation policy and guidance on preserving and rehabilitating historic buildings, administers the Federal Historic Preservation Tax Incentive Program for rehabilitating historic buildings, and sets the Secretary of the Interior's Standards for the Treatment of Historic Properties.*

#### **Contact Technical Preservation Services**

Technical Preservation  
Services  
National Park Service  
1201 "Eye" Street, NW, 6th  
Floor  
Washington, DC 20005

Phone: (202) 513-7270  
Email: NPS\_TPS@nps.gov



*Period Postcard*

### Definitions

**Preservation** focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time.

**Rehabilitation** acknowledges the need to alter or add to a historic property to meet continuing or changing uses while retaining the property's historic character. This approach must not damage or destroy original or historically significant materials, features or finishes and requires that any changes be compatible with the building and its context.

**Restoration** depicts a property at a particular period of time in its history, while removing evidence of other periods. This type of project is usually undertaken by a museum and seeks to capture a building at a particular time in history.

**Reconstruction** re-creates vanished or non-surviving portions of a property for interpretive purposes.

#### **What does "in-kind" mean?**

According to the *Secretary of Interior's Standards for Rehabilitation*, a replacement or "new" feature shall match the old in design, color, texture, and other visual qualities; and where possible, materials.

### **D. THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION**

These design guidelines are based on the Secretary of the Interior's Standards for Rehabilitation found at right. They express a basic rehabilitation credo of "retain, repair, and replace." In other words, do not remove a historic element unless there is no other option. Do not replace an element if it can be repaired.

First developed in 1979, these general guidelines have been expanded and refined, most recently in 1995. They are used by the National Park Service to determine if the rehabilitation of a historic building has been undertaken in a manner that is sensitive to its historic integrity.

These guidelines are very broad by nature, since they apply to the rehabilitation of any contributing building in any historic district in the United States.

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities, and where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

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7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials, shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.

9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

An interactive web class on the Secretary of the Interior's Standards is available online at:  
[www.cr.nps.gov/hps/tps/e-rehab/index.htm](http://www.cr.nps.gov/hps/tps/e-rehab/index.htm)

*The Secretary of the Interior's Standards for the Treatment of Historic Properties with Illustrated Guidelines for Preserving, Rehabilitating, Restoring, and Reconstructing Historic Buildings* is available from the Government Printing Office (GPO) at:  
[www.cr.nps.gov/hps/tps/tpscat.htm](http://www.cr.nps.gov/hps/tps/tpscat.htm)  
or by calling the GPO at 866-512-1800



### **E. GENERAL CONSIDERATIONS FOR MAINTENANCE AND REHABILITATION**

#### **General Considerations**

Your buildings may need rehabilitation for a number of reasons. They may be in poor condition, or it may have been insensitively remodeled in the past. Similarly, you may simply want to make certain changes to add modern conveniences to your building.

Before rehabilitation even begins, maintenance is critical. If an older structure is properly maintained, it should not require extensive rehabilitation except for necessary modernization of mechanical systems and period replacements of items that wear out, such as roofs and paint. Good maintenance practices can extend the life of most features of a historic building.

Many of the guidelines that follow will emphasize the importance of, and give specific advice on, the proper maintenance of building elements. Nevertheless, if a historic building has been insensitively remodeled over the years, it may require some rehabilitation to return it to a more historically appropriate appearance.

In many of the chapters you will be directed to one or more Preservation Briefs, publications produced by the Technical Preservation Services of the National Park Service. These publications are written in accordance with the Secretary of the Interior's Standards and can provide valuable detailed information for your project.

Over forty different subjects are covered in the Preservation Briefs which are available on line at:

[www.nps.gov/tps/how-to-preserve/briefs/htm](http://www.nps.gov/tps/how-to-preserve/briefs/htm)

Printed copies of briefs are also available in the offices of the City's Department of Development.

#### **Required Maintenance**

Article XIV-B, Tourist/Historic District (TH-1), Section W of Hopewell's Zoning Ordinance, stipulates the requirements for Protective Maintenance of properties located within the City Point Historic District, as well as designated individual landmarks. Further, it details the ability of the ARB to require such maintenance and the enforcement of such by the building inspector and zoning administrator.

The purpose of this section is to prevent demolition by neglect or a detrimental effect on the historic district. Insufficient maintenance, in general, can include the deterioration of the structure, ineffective protection from the elements, lack of upkeep of the grounds, and any hazardous conditions.

Particular items covered include exterior painting, replacement of broken window panes, proper mothballing of unoccupied buildings, and termite treatment.

#### **Maintenance Checklist**

A simple building owner's checklist has been included with these guidelines and can be found in the Appendix. It should be used as a companion to the maintenance and rehabilitation sections of these guidelines found in Chapters 3 and 4.

*"Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values."*

### F. HISTORICAL SIGNIFICANCE AND INTEGRITY

The significance of a historic structure and the collection of structures that comprise a historic district are defined by seven aspects of integrity:

- Location
- Design
- Setting
- Materials
- Workmanship
- Feeling
- Association

While each structure should be considered on its own, it is also necessary to consider the contribution of an individual structure to the significance of the district.

These seven aspects are interrelated, and when historic materials are replaced with modern materials, the structure may lose not only its original materials, but also some of the workmanship, design, feeling, and association that contribute to the significance of the City Point District and its place in the history and development of Hopewell.

**Location:** By being able to interpret the structure in its original location, it is possible to understand why the property was created and its contribution to the broader history of the area.

**Design:** Defined as a combination of the elements that create the form, plan, space, structure, and style of a property; integrity of design is applied to historic districts through the way in which buildings, sites and structures relate to one another and the rhythms of the streetscape.

**Setting:** This aspect is more about the character of the place in which the structure is situated and its relationship to surrounding features, open space, and adjacent structures.

**Materials:** The choice and combination of materials reveal the preferences of those who created the property and the availability of particular types of materials and technologies that help define an area's sense of time and place. It is necessary that buildings retain key exterior materials dating from the district's period of significance in order to properly convey the history of the district's development.

**Workmanship:** An aspect that can be applied to a structure as a whole or to its individual components and provides evidence of the builder's labor, skill and available technology.

**Feeling:** Results from the presence of physical features that, when considered together, convey the district's historic character. The original materials, design, workmanship and setting can either convey the feeling of a mid-nineteenth century working-class neighborhood or an upper-middle class neighborhood of the same time period.

**Association:** The presence of physical features that remains sufficiently intact to link a district's historic character to an important historical event or person and to convey such to an observer.

Hopewell's Historic City Point Ordinance, the Architectural Review Board, and this Design Guidelines publication are the mechanisms to assist property owners in retaining the historic integrity of their individual property and the Historic District.